

**Maidwell Primary School**  
**Job Description – Teaching Assistant**

Responsibility to: Headteacher/Class Teacher

Purpose of the job: To assist in the support of pupils in all subjects.  
To assist in the support of pupils with special educational needs and children with statements (if appropriate).

Hours: Monday - Friday, term time only.  
9:00am to 12:00pm

Receives specific instructions from: Class Teacher and SENCO (if working with SEN children).

**Main Responsibilities:**

**Supporting Pupils:**

- To establish a supportive relationship with pupils.
- To assist the pupils to learn as effectively as possible and promote independent learning in class, group and individual situations.
- To promote and reinforce the pupils' self-esteem.
- To help pupils to keep on task and build motivation.
- To facilitate the achievement of improvement targets amongst pupils where English is an additional language.

**Supporting the Class Teacher:**

- To implement the teacher's planning for a specific lesson.
- To assess the pupils' progress against the learning objectives and feedback to the class teacher.
- To monitor and record pupils' progress.
- To help in preparation of teaching materials.
- To support teachers in managing behaviour in the classroom and promote good behaviour around the school.

**Supporting the School:**

- To be involved in the school's professional development programme which includes staff meetings if appropriate and professional development days.
- To be aware of school policies and procedures including those relating to confidentiality.
- To liaise, advise and consult with the other members of the team supporting the children when asked to do so.
- To work as a member of the team to support the education and welfare of the children.
- To assist in playtime supervision.
- To attend review meetings (if appropriate).
- To undertake other duties as may be reasonably required by the headteacher consistent with the post.

Signed ..... Teaching Assistant      Date .....

Signed ..... Headteacher      Date .....

**Safeguarding is of the highest priority at Maidwell Primary School**

It is the individual's responsibility to promote and safeguard the welfare of all children he or she is responsible for or comes into contact with. We follow safer recruitment practice and all appointments are subject to satisfactory DBS checks and satisfactory references.